

School District of Manawa

Board of Education Meeting Agenda

April 25, 2022



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(US) +1 727-232-0965 PIN: 612 568 188#

1. Call to Order Clerk Hollman – **7:00 p.m.** – MES Boardroom, 800 Beech Street
Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room,
800 Beech Street & Virtual Components)
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Election Results
6. Election of Officers:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Clerk
7. Annual Board Appointments:
 - a. Committees:
 - i. Buildings & Grounds Committee
 1. Ad Hoc Districtwide Safety Committee (Active)
 - ii. Curriculum Committee
 - iii. Policy & Human Resources Committee
 1. Ad Hoc Recognition Committee (Active)
 - iv. Finance Committee
 - b. CESA 6 Board of Control Convention Delegate
 - c. WASB Legislative Contact
 - d. WASB Convention Delegate
8. District Showcase:
 - a. 3rd Grade Student - Kolbyn Schachtschneider
 - b. Showcasing the Arts
 - i. High School Forensics
 - ii. Youth Art Month
 - iii. LWHS Art
 - iv. LWHS Percussion Ensemble
 - v. Choral/Theater Department

9. Presentations:
 - a. Learning
 - i. I.B. Service-Learning Implementation Plan
 - ii. I.D. Social Studies Student Standards Report
10. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
11. Consent Agenda
 - a. Approve Minutes of March 21, 2022 Regular Board Meeting, March 28, 2022 and April 5, 2022 Special Board Meetings
 - b. Treasurer's Report: Approve Expenditures & Receipts
 - c. Donations:
 - i. Manawa Lions Club \$700 donation towards the purchase of a new Zoll AED
 - ii. Manawa Mid-Western Rodeo \$700 donation towards the purchase of a new Zoll AED
 - iii. Manawa Athletic Booster Club donating a Zoll AED with installation cabinet for the Athletic Complex located in the concession stand - valued at \$1,534.29
 - iv. Joanne & Howard Johnson donated \$500 to the Manawa GSA Club
 - v. Joanne & Howard Johnson donated \$500 to the Manawa FFA
 - d. Consider Approval of Water Park Field Trip - Manawa Middle School Students as Presented
 - e. Consider Approval of Water Park Field Trip - High School Special Education Students as Presented
12. Any Item Removed from Consent Agenda
 - a.
 - b.
13. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
14. Correspondence: None
15. District Administrator's Report:
 - a. Student Council Representative - None this month
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. Curriculum Update
 - e. Buildings and Grounds Update
 - i. Quote for Fisher Tracks, Inc. Rubberized Long Jump as Presented

- ii. Quote from Spiegelberg Implement, Inc. for Second Long Jump as Presented Shorten runway by 6 feet and increase pit length by 3 feet to meet WIAA new specifications. 11 feet width with no green space
 - f. Board Vacancy
 - g. NEOLA Policy or Administrative Guidelines Technical Changes
 - i. PO2260.02 - English Language Proficiency
- 16. School Operations Reports:
 - a. ES Principal / Special Education Director: Highlights - Included in Board Packet
 - b. MS / HS Principal: Highlights - Included in Board Packet
- 17. Business Related Reports:
 - a. Highlights - Included in Board Packet
 - b. Kobussen Transportation Report
- 18. Director's Reports:
 - a. District Reading Specialist: Highlights - Included in Board Packet
 - b. Technology Director: Highlights - Included in Board Packet
- 19. Board Comments:
 - a.
 - b.
- 20. Committee Reports:
 - a. Curriculum Committee (Hollman)
 - i. Consider Endorsement of High School Band Uniform Replacement as Presented
 - ii. Update on Boys and Girls Club of America
 - iii. Consider Endorsement of Curriculum Writing Plan as Presented
 - iv. Signed into law in April 2021, WI Act 30 (2021) requires that every district in Wisconsin incorporate the teaching of the Holocaust and other genocides into the social studies curriculum. The requirement is that it is taught at least once in grades 5-8 and at least once in grades 9-12. The law states the curriculum must be updated by July 1, 2022, to go into effect for the 2022-23 school year.
 - Grade 5 - social studies unit on World War II
 - MS Washington D. C. Trip - visit Holocaust Museum
 - Grade 9 - U.S. History
 - v. Update on Ad hoc District Safety Committee Work
 - vi. Curriculum Committee Planning Guide
 - vii. Consider Endorsement of New AP Psychology Materials Adoption as Presented
 - viii. Consider Endorsement of Literacy Footprints Materials Adoption as Presented
 - ix. Update on Secondary Social Studies
 - 1. Discovery Education (Gr. 6-8)
 - 2. High School

- x. Update on Summer District-Sponsored Workshops
- xi. Update on Technology Education Curriculum Project
- xii. Curriculum Committee Planning Guide
- b. Finance Committee (Pethke)
 - i. Consider Approval of High School Band Uniform Replacement as Presented and Approved by the Curriculum Committee at the March 22, 2022 meeting
 - ii. Clarification on Eligibility for \$250 Stipend for Support Staff as Presented
 - iii. Consider Approval of Hiring Incentive for LWHS/MMS 2nd Shift Custodial Position
 - iv. Health, Dental, and Vision Insurance Updates
 - v. Transportation Cost Increase
 - vi. Monthly Financial Summary
 - vii. Finance Committee Planning Guide
- c. Buildings & Grounds (R. Johnson)
 - i. Discuss Plans to Upgrade Lighting in West MS/HS Parking Lot - Matt McGregor; Hoffman
 - ii. Discuss Technology Education (Woods & Metals) Duct Detector False Alarm Solutions - Matt McGregor; Hoffman
 - 1. Martin Systems Option 1 - cost for reprogramming and removal of the 2 duct smokes is \$400.
 - 2. Martin Systems Option 2 - have the heats shutdown the AHU units will be \$850 which includes the 2 additional relays and removal of the duct detectors.
 - 3. Both Option 1 or 2 will require having the mechanical contractor patch the holes in the duct work once Martin Systems removes the duct smokes.
 - 4. Mr. McGregor needs to ensure that those units only supply the 1 space as the code states.
 - 5. Other
 - iii. Consider Scheduling Reseeding of New Green Spaces
 - 1. Casey Landscaping Cost = \$2,200 to thatch, fertilize, and reseed the green space at the current vacant lot.
 - 2. Preferred time is fall due to adequate precipitation; could be done spring/summer if ample watering can be guaranteed.
 - 3. Do not use weed killer prior to, or until at least one year after the seed is planted and takes root.
 - 4. There are referendum dollars available to address this need.
 - iv. Discuss Care and Maintenance of the Upper Field & Related Structures
 - v. Approve Quote for Fisher Tracks, Inc. Rubberized Long Jump as Presented

- vi. Approve Quote from Spiegelberg Implement, Inc. for Second Long Jump as Presented
- vii. Update on Solar Project
- viii. Continue to Brainstorm, Prioritize, and Endorse 2022-23 Fiscal Year Projects as Presented
- ix. Update on Maintenance
 - 1. Gym (both) Floor Refinishing - Week of July 11
 - 2. Generator Annual Maintenance Contracts - Wolter
 - 3. Flushing Irrigation System & Starting Up Well Pump
 - 4. MES Lighting Proposal
 - 5. MES Vinyl Tile
 - 6. MS/HS Library
 - 7. Other
- x. Review of Monthly Buildings & Grounds Budget
- d. Policy & Human Resources Committee (J. Johnson)
 - i. Review Staff Exit Survey Information and Develop a Plan of Action
 - 1. Examine Patterns Within District Control
 - 2. Support Staff Survey - Increasing Job Satisfaction
 - 3. Other Strategies
 - ii. Consider Endorsement of PO5722 - School Sponsored Publications and Productions as Presented
 - iii. Consider Endorsement of AG5722 - School Sponsored Publications and Productions
 - iv. Consider Endorsement of AG3430.01 and AG4430.01 - FMLA Leave
 - v. Consider Endorsement of Revised PO5460 - Graduation Requirements as Presented
 - vi. Consider Endorsement of Deleting AG5460 - Graduation Requirements as Presented
 - vii. Consider Endorsement of 2260.02 English Language Proficiency as Presented
 - viii. Consider Endorsement of PO8510- Wellness as Presented
 - ix. Consider Endorsement of PO2431 - Interscholastic Athletics as Presented
 - x. Consider Endorsement of Post-Issuance Compliance Policy as Presented
 - xi. Consider Endorsement of Post-Issuance Compliance Administrative Guidelines as Presented
 - xii. Review, Discuss, and Act on Teacher Request Regarding No Paraprofessional
 - xiii. Discuss and Act on Dean of Students Request for a Stipend Increase
 - xiv. Review the Revised Job Description for the MS/HS Administrative Assistant
 - xv. Discuss Job Description and Title for Special Assignment Teachers and Secondary Resource Courses
 - xvi. Consider Endorsement of an IT Summer Intern as Presented
 - xvii. Policy & Human Resources Committee Planning Guide

- e. Ad hoc Safety Committee Meeting (Hollman)
 - i. Continue to Review and Revise District Safety Plan
 - 1. Add elements to the handbook as needed
 - 2. Include safety actions based on site tour
 - 3. Other
 - ii. Review MacNeil Environmental Safety (Mock OSHA Inspection) Report
 - iii. Consider Creating Classroom Go Kits for the 2022-23 School Year
 - iv. Other Issues of Concern to the District Ad hoc Safety Committee
 - v. Prepare Recommendations for Board of Education
 - vi. Review and Revise District Reunification Plan
 - 1. Reunification Card
 - 2. Parent Reunification Handout
 - 3. Other
- f. Ad hoc Recognition Committee Meeting (J. Johnson)
 - i. Choosing a “gift” for all staff to be distributed:
 - 1. Teachers
 - 2. Support Staff
 - ii. Consider including retiring substitute teachers in recognition event
 - iii. Finalizing plans for Annual Heart of Gold Program
 - iv. Scrub the Information
 - v. Set Date for Scrubbing Check by Dr. Oppor
 - vi. Set Date to Send Scrubbed Nominations to Kempf Children
 - vii. Set Date to Review Nominees for the Friend of Education Award
 - viii. Arrange Ordering of Gifts, Plaques, and Pins through Stephanie (Need names by April 27 at the latest for engraving)
 - ix. Remind Principals to Compile List of Accomplishments for the Program in Stephanie’s Google Form
 - x. Plan Food and Beverages
 - xi. Design and Send Invitations
 - xii. Design and Draft Program; Submit to Stephanie for Duplication
 - xiii. Set Date for Letters to Dignitaries and Press Release
 - xiv. Program Script - Melanie as Author with Board of Education President as Emcee

21. Unfinished Business:

- a. Consider Approval of Revised Policies as Listed Below:
 - i. PO0100 - Definitions
 - ii. PO0142.1 - Electoral Process
 - iii. PO0142.5 - Vacancies
 - iv. PO0144.5 - Board Member Behavior and Code of Conduct
 - v. PO0152 - Officers
 - vi. PO0165.1 - Notice of Regular Meetings
 - vii. PO1421 - Criminal History Record Check and Employee Self-Reporting Requirement
 - viii. PO1460 - Physical Examination

- ix. PO2210 - Curriculum Development
 - x. PO2414 - Human Growth and Development
 - xi. PO3121 - Criminal History Record Check and Employee Self-Reporting Requirements
 - xii. PO3122.01 - Drug-Free Workplace
 - xiii. PO3160 - Physical Examination
 - xiv. PO3340 - Grievance Procedure
 - xv. PO4121 - Criminal History Record Check and Employee Self-Reporting Requirements
 - xvi. PO4122.01 - Drug-Free Workplace
 - xvii. PO4160 - Physical Examination
 - xviii. PO4340 - Grievance Procedure
 - xix. PO5113 - Open Enrollment Program
 - xx. PO5200 - Attendance
 - xxi. PO5410 - Promotion, Placement, and Retention
 - xxii. PO5461 - Children At-Risk of Not Graduating From High School
 - xxiii. PO6108 - Authorization to Make Electronic Fund Transfers
 - xxiv. PO6114 - Cost Principles - Spending Federal Funds
 - xxv. PO6152 - Student Fees, Fines, and Charges
 - xxvi. PO7100 - Facilities Planning
 - xxvii. PO8450 - Control of Casual-Contact Communicable Diseases
- b. Consider Approval of NEOLA Administrative Guideline Updates Volume 31, No. 1 as Listed
- i. AG2271 - Early College Credit Program
 - ii. AG2411 - School Counseling
 - iii. AG2430 - District-Sponsored Clubs and Activities
 - iv. AG3120B - Appointment of Personnel to Compensated Co-Curricular and Extra-Curricular Activities
 - v. AG3120.10 - Job Sharing
 - vi. AG3122.01 - Drug-Free Workplace
 - vii. AG3125 - Wisconsin Educator Licensing
 - viii. AG3160B - Tuberculosis Examination
 - ix. AG3231A - Participation in Political Activities
 - x. AG3231B - Research and Publishing
 - xi. AG4122.01 - Drug-Free Workplace
 - xii. AG4160B - Tuberculosis Examination
 - xiii. AG4231A - Participation in Political Activities
 - xiv. AG5111.01 - Homeless Students
 - xv. AG5200 - Attendance
 - xvi. AG5330 - Administration of Medications
 - xvii. AG5517.01 - Bullying
 - xviii. AG5540 - Relationship with Governmental Agencies
 - xix. AG5610 - Suspension and Expulsion
 - xx. AG5751 - Education and Services for School-Age Parents
 - xxi. AG5830 - Student Fund-Raising

- xxii. AG6605 - Crowdfunding
- xxiii. AG7440.03 - Small Unmanned Aircraft Systems
- xxiv. AG7540.05 - Assistive Technology and Services
- xxv. AG8320 - Personnel Records
- xxvi. AG8330 - Student Records
- xxvii. AG8600 - Transportation
- xxviii. AG8800D - Care, Custody, and Display of the United States Flag
- xxix. AG9270 - Home-Based Private Education Students
- xxx. AG9270A - Admission of Students from Nonapproved Schools
- xxxi. AG9700 - Fund-Raising by Charitable Organizations
- c. Consider Approval of the Use of NEOLA Forms as Listed
 - i. FM6605F1 - Crowdfunding Solicitation Project Proposal Form
 - ii. FM9160F1- Public Attendance at School Events

22. New Business:

- a. Consider Approval of High School Band Uniform Replacement Option #2 White from Band Shoppe as Presented
- b. Consider Approval of New AP Psychology Materials Adoption as Presented
- c. Consider Approval of Literacy Footprints Materials Adoption as Presented
- d. Consider Approval of Clarification on Eligibility for \$250 Stipend for Support Staff as Presented
- e. Consider Approval of Hiring Incentive for LWHS/MMS 2nd Shift Custodial \$1,000 stipend to be given as follows: \$500 following a successful 60-day probationary period and \$500 following successful completion of One Year of Service with the District
- f. Consider Approval of Upgrade Lighting in West MS/HS Parking Lot - Northland Electric Option 2 as Presented
- g. Consider Approval of Martin Systems Option 2 Solution for Technology Education (Woods & Metals) Duct Detector False Alarms: Removal of Duct Detectors and Addition of 2 Relays Resulting in the Heat Detectors Shutting Down the Air Handling Units at a Cost of \$850
- h. First Reading of PO5722 and AG5722 - School Sponsored Publications and Productions as Presented
- i. Consider Approval of AG3430.01, AG4430.01, and AG1630.01 - FMLA Leave, as Presented
- j. First Reading of Revised PO5460 - Graduation Requirements as Presented
- k. Consider Approval of an IT Summer Intern as Presented

23. Next Meeting Dates:

- a. May 1, 2022 Senior Banquet - 6:30 p.m. LWHS
- b. May 3, 2022 Buildings and Grounds Committee Meeting - 4:30 p.m.
- c. May 5, 2022 Policy & Human Resources Committee Meeting - 6:00 p.m.
- d. May 9, 2022 Finance Committee Meeting - 6:00 p.m.
- e. May 11, 2022 All-District Recognition & Appreciation Celebration - 2:30 p.m. LWHS/MMS

- f. May 16, 2022 Regular Board of Education Meeting - 7:00 p.m.
- g. May 28, 2022 Class of 2022 Commencement - 11:00 a.m. LWHS

24. Adjourn

PLEASE NOTE: Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible.

Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

0167.3 - PUBLIC COMMENT AT BOARD MEETINGS

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Agenda Item

Any person or group who would like to have an item put on the agenda shall submit their request to the District Administrator no later than ten (10) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the recommendation of the District Administrator and the approval of Board President.

Public Comment Section of the Meeting

To permit fair and orderly public expression, the Board may provide a period for public comment at any regular or special meeting of the Board and publish rules to govern such comment in Board meetings.

The presiding officer of each Board meeting at which public comment is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. Participants shall address only topics within the legitimate jurisdiction of the Board.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

- I. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
 - 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

- J. The portion of the meeting during which the comment of the public is invited shall be limited to fifteen (15) minutes unless extended by a vote of the Board.
- K. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
 - 1. No obstructions are created between the Board and the audience.
 - 2. No interviews are conducted in the meeting room while the Board is in session.
 - 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.